TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS
STATE AGENCY – JOB VACANCY NOTICE

JOB LISTING NO: 18-07
SALARY: 50,000 to 60,000 (Group B21)
POSITION TITLE: ATTORNEY II (Staff Attorney)
LOCATION: TBVME Headquarters, Austin TX

CLOSING DATE: Until Filled
DURATION: Regular Full-time
CLASS NO.: 3502
NUMBER OF OPENINGS: 1

GENERAL DESCRIPTION
Works in the legal division and performs routine (journey-level) staff attorney work as directed by the General Counsel. Work involves examining and preparing legal documents, rendering legal advice and counsel, conducting hearings, and assisting in preparing cases for agency hearings and/or trials. Works under moderate supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED
Represents the agency in settlement negotiations and litigation before the State Office of Administrative Hearings.

Schedules hearings before the State Office of Administrative Hearings, conducts and responds to discovery, interrogates witnesses, and defends agency positions at hearings.

Assists the Attorney General's office in preparing cases for trial and in representing the agency in matters before the court as appropriate.

Coordinates open records request responses, drafts requests for Attorney General opinions.

Reviews and analyzes complaint files to assess evidence for legal sufficiency and recommends appropriate settlements.

Drafts settlement documents and prepares cases for informal settlement conferences.

Conducts legal research, reviews and interprets state and federal laws, rules and regulations.

Drafts opinions, memoranda, briefs and other legal documents.

Assists General Counsel in developing and drafting Board rules.

Assists General Counsel in providing guidance to the Board and agency staff.

Assists in legislative analysis.

Assists in database management.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education
Experience in legal work. Graduation from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas.

Knowledge, Skills, and Abilities
Knowledge of legal principles, practices, and proceedings; of state and federal laws, rules, and regulations; and of agency administrative rules and regulations.

Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively.

Registration, Certification, or Licensure
Must be licensed as an attorney by the State of Texas.

APPLICATION PROCESS:

TO APPLY

All applications for employment with the Texas Board of Veterinary Medical Examiners must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered.

Your application for this position may subject you to a criminal background check pursuant to the Texas Government Code.

WIT JOB MATCH: Occupational Category: Legal; Occupation: Lawyers; Industry: Public Administration.

Military Crosswalk information can be accessed at
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

THE TBVME IS AN EQUAL OPPORTUNITY EMPLOYER